	$\bigcirc$	lum)		JAN () 3 ZUIT
EVENT NAME	KASTK	20 KENO		TYPE OF EVENTO
EVENT LOCATION	RETRAC C	Commerciae Ri	ow between	See FAQ for clarification of event types  Special Activity
	WEST AND	SIERRA		Special Event – Parks
	-			Special Events – Street /
G . D .		S AND TIMES	THE STATE OF THE S	Sidewalk Occupancy
Setup Date	APRIL 6 14	Setup Start Time	7:00 AM	
Event Start Date	APRIL 6 14	Event End Date	Sept 28 14	EVENT WILL INCLUDE
Daily Event Start Time	9:00 Am	Daily Event End Time	3:00 PM	(check all that apply)
Dismantle Date		Dismantle End Time	6:00 pm	Amplified Sound/Multimedia
	TANZENIO INTA	CCDIDTION		Attachment A Required 7,
(To be included o		<b>SCRIPTION</b> cial Events Calendar – maximum of	275 characters)	Street/Sidewalk Occupancy  Attachment B Required
(To be included of	in the enty of Items 3 website Spe	old Events Caronaa maximum of	275 characters)	Alcohol Service
				Attachment C Required 7.
				Vendors/Exhibitors
				Attachment D Required
	M	_		Privileged Sales
ON SITE CONTACT	MICHAEL SCHENIE	ON SITE NUMBER	415. 515. 3030	Attachment E Required
I certify that the information contaunderstand and agree to abide by the understand that this application is represented that the same of the further certify that I, on behalf of responsible for any cost and fees the not limited to, Police, Fire, Public Indemnification of the City of I indemnify, defend and hold harmles damage, injury, death and liability costs, attorneys' fees and costs of in or the applicant's principals, agents, does not waive, and specifically reserved.	ained in the foregoing application is ne rules and regulations governing the rules and regulations governing the rules and regulations governing the rules and regulation and the conduct of the event venue and the conduct of the event wear and research and the Host Organization, am also authorized at the Host Organization, and Recreation, Busines Reno. By signing this application as the City and its officers, agents and of every kind, nature and description every kind, nature and description every kind, nature and description eventually even that arise directly or indicated and the rules are considered as a superior contractor, vendors every, all of its statutory and common every expectation.	true and correct to the best of my knee proposed Special Activity or Event usons established by the City Council and City, County, State, Federal Government I agree to abide by all rules, regrorized to commit that organization, and if the event to the City of Reno. Such the applicant, and any organization the employees (collectively "Indemnitees" (including without limitation, incidental rectly, in whole or in part, from or relation invitees pursuant to any permit issued law defenses, including all protections.	owledge and belief. I have read, nder the Reno Municipal Code. I d/or the City Manager or the City unt, and any other applicable entity alations and permit conditions and I therefore agree to be financially City Services may include, but are ces provided by the City of Reno. he applicant represents, agrees to from and against any claim, loss, and consequential damages, courting to any conduct of the applicant I pursuant to this application. City	□ Event Set-Up  Attachment F Required □ Park Usage  Attachment G Required □ Food/Beverage Service  Contact Washoe County  Environmental Health Services (775) 328-2620
EVENT COORDI	NATOR'S SIGNATURE	WWW & head	January	

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

**EVENT COORDINATOR'S NAME** 

HOST ORGANIZATION	ST ORGANIZATION MATERUS (D3A PASTRO) EVENT COORDINATO			MICHAEL	SCHONK V 89519	
MAILING ADDRESS	ADDRESS 4790 CAUGHIN PRHY CI			12ENO A	1 89519	
DAYTIME PHONE	45. 615. 3	CELL PH	one <i>445.515.30</i>	30 FAX <u>77</u>	5. 201. 3002	
WEBSITE	RASTROR	ENO. COM	EMAIL ADDRESS	MIKECom	M-TERUS, COM	
ONSITE CONTACT	MICHAEL	SHOW	CELL PHONE	415.575.	3030	
PUBLIC CONTACT	MARIE	SCHOUL	DAYTIME PHONE	775.316	5.4891	
FEDERAL TAX ID	41-209		☐ HOST O	OST ORGANIZATION IS NON-PROFIT of of current non-profit status must be included with application.		
ANTICIPATED ATTENDA	NCE: DAILY	500 TOTAL	500			
OPEN TO THE PUBLIC	☐ ADMISS	SION WILL BE CHARG	ED \$			
			A CERTAIN AND AND AND AND AND AND AND AND AND AN			
		FOR CITY OF RENC	OFFICE USE ONLY \$\lambda\$			
<b>Application Processing Fee*</b>	0-49 Vendors	\$103.00				
<b>Application Processing Fee*</b>		\$258.00		DATE ENTERED	DATE ENTERED	
<b>Temporary Vendor Business</b>	License	✓ \$ 15.00 x 5		FAX TO		
Temporary Alcohol Permit,	1 Booth/Day	\$ 55.00 x			Fire	
Temporary Alcohol Permit, Add'l Booth/Day		\$ 22.00 x			Zoning	
Fire Inspection		\$111.00			Health	
Additional Fire Permits		TBD Refer	to "FD" Section	Complete Inc	omplete	
City Service Fee		TBD Actual Cost	of City Services R	leason Incomplete:		
Late Fee		TBD Refer to Reno	Municipal Code			
*Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*						
TOTAL FEES				INTIALS		
		TOTAL DAID	i i			

#### FIRE DEPARTMENT

## 1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an  $8\frac{1}{2}$ " x 11" or  $8\frac{1}{2}$ " x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

## 2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

3. Additional Information:
Will you be using any of the following? Check all that apply:
Flammable or compressed gases
Separate Permit Requirements:
One or more of the following activities (\$85)  Open flame devices  Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.  Canopies in excess of 400 square feet  Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.  Tents in excess of 200 square feet  Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.  Indoor demonstration cooking
Pyrotechnic activity (\$225)  Pyrotechnics  Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

**For Additional Information Contact:** 

Reno Fire Department 775-334-2300 775-334-3826 FAX RFDSpecialEvents@reno.gov

## DISPOSAL AND RECYCLING PLAN

Will y	yes. Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event − Parks.  No.
	Describe refuse removal plan:
	than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages ing at Special Events – Parks).
Metho	od and types of recyclable material collection:  cans plastic bottles paper materials cardboard other
Descr	ibe recycling plan if event is not taking place in a City park:
How	vill you promote recycling at your event?

Sunday	Other Events
6-Apr	
13-Apr	Reno Jazz Festival, Reno World of Wrestling
20-Apr	Wetern National Angus Futurity
27-Apr	Northern California Volleball Assoc ?
4-May	Cinco De Mayo at GSR, NCHA Western National Championships
11-May	Reno River Festival
18-May	
25-May	
1-Jun	Reno Tahoe Odyssey
8-Jun	Street Vibrations Spring Rally
15-Jun	
22-Jun	Reno Rodeo (parade 21st), El Dorado Brews and Blues Festival (21st)
29-Jun	Reno Rockabilly Riot
6-Jul	
13-Jul	
20-Jul	Celebrity Golf Tournament
27-Jul	
3-Aug	Hot August Nights & RTO
10-Aug	
17-Aug	
24-Aug	
31-Aug	Rib Cook-Off
7-Sep	Great Reno Balloon Race
14-Sep	Air Races
21-Sep	
28-Sep	Street Vibrations
5-Oct	
12-Oct	El Dorado Great Italian Festival
19-Oct	
26-Oct	Nevada Day Parade Saturday Oct 25

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

## VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least <u>fifteen (15) days prior</u> to the activity/event.

A <u>vendor</u> is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.\*

\*Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.

Event Name Rastro REno		$\mathbf{E}_{\mathbf{V}}$	Event Date	Sundays, April - Sept	
Number of Ver	dors/Exhibitors	TBD			

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

## **VENDOR/EXHIBITOR LIST**

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #

